



## *The Metropolitan City Council of Nashville and Davidson County*

*The Metropolitan Council welcomes comments from the public on zone change requests considered at the meeting. We hope you will find this information useful if you plan to address the Council.*

### **PUBLIC HEARINGS BEFORE THE COUNCIL**

The Metropolitan Council of Davidson County welcomes you to its **PUBLIC HEARING**. Matters that concern changes in land use (such as zoning) must come before the Council in the form of ordinances. For an ordinance to pass, it must be voted by the Council on three separate occasions. On the first Tuesday of each odd-numbered month, the Council hears land use ordinances on the second of those three reviews in an open hearing format, in which the public is invited to address the Council.

The items for consideration can be found in the Agenda, copies of which can be found at the entrance of the Metro Clerk's Office.

After some initial matters, the Vice-Mayor will announce that the Council is ready to consider items on the Agenda that are scheduled for public hearing. The Vice-Mayor will then read out the agenda items in the order in which they appear on the Agenda. After each particular item is read, the Vice-Mayor will call on the sponsoring Councilmember who has the authority to call for the public hearing.

When the Vice Mayor declares the Public Hearing open, he will ask for a show of hands of those who are in favor of the matter. The Vice-Mayor will then ask for a show of hands for those who are opposed to the matter. The Vice-Mayor will then ask if those in favor wish to speak. Those individuals are then invited to address the Council. After all those who wish to speak in favor of the matter have had their turn to speak, the Vice-Mayor will then allow those in opposition the same chance to speak.

After all members of the public who wanted to speak on the matter have been heard, the Vice-Mayor will then close the public hearing and call once again on the sponsoring Councilmember for further action on the specific matter.

Here are the basic guidelines for presenting:

1. The public speaks from the lectern located in the front of the public seating area in the Council chambers.
2. When it is your turn to speak, begin by giving us your name and address for the record.
3. Direct your comments to the Council as a whole.
4. Keep your comments to the item that is before the Council (for example, talk about the zoning issue and why you are in favor of it or why you are against it; do not discuss another matter or some other issue).
5. You are limited to three minutes per individual.

Here are some tips that might help you with your presentation:

Make the most of your time. Know your facts and be ready with the points you want to make.

- Jot down your comments in advance so you will cover your most important points within the three (3) minutes allotted to each speaker.
- Focus your comments on one or two key points and state them simply and clearly.
- If you are speaking as part of a group, coordinate your group's presentation in advance so each speaker conveys useful information without repeating what's already been said. \*Speak loudly into the microphone.

Share your specific knowledge of the area that is being discussed. Tell the Councilmembers information they can use in making their decision.

Below are examples of useful information you can provide.

- Do you think a proposed land use is consistent with the long range plan for your community?
- Are there any unique features about the development site that landowners and neighbors have direct experience with and that Councilmembers should be aware of?
- Are there concrete changes you'd suggest that would make the proposed development better serve the needs or maintain the character of the surrounding community? Are these elements of historical significance that would be considered: architectural style, battlefields, cemeteries, stone walls?

Thank you for attending tonight's meeting. You are playing a very important role in how your Government works and we appreciate your interest.

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